



# Department of ADMINISTRATIVE SERVICES Job Postings



**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY  
Fiscal Administrative Supervisor  
Bureau of Finance & Administration**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

Open To: Candidates on examination list  
Location: Newington, CT  
Job Posting No.: 112946  
Hours: 8:00 am to 4:30 pm  
Salary: AR 29: \$85,011 to \$110,449.00 annual  
Closing Date: **March 12, 2016**

The Department of Transportation has a Fiscal Administrative Supervisor position available in the Newington headquarters. This position is opened to candidates on the examination list. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**PREFERRED EXPERIENCE:** Extensive experience in the supervision, preparation, review and processing of various types of agreements, which include consultant services, personal service agreements, various grants, leases, licenses, utilities, public transportation bus/railroad, transit services, as well as unique/complex agreements.

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; knowledge of types, characteristics and sources of supply and market factors of assigned commodities; knowledge of business law as it applies to purchasing contracts and sales; knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; supervisory ability.

**General Experience:** Eight (8) years of experience in a combination of fiscal/administrative functions (e.g., accounting, payroll, purchasing) at least one (1) of which must be an accounting or budgeting function. Descriptions of these fiscal/administrative functions are part of the job specification.

**Special Experience:** Two (2) years of the General Experience must have been at the professional working level of Fiscal/Administrative Officer or Accountant.

**Note:** Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is the professional training level and below the professional working level.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, business administration or accounting may be substituted for one (1) additional year of the General Experience.
3. For State Employees experience as a Purchasing Services Officer 1 or 2 substitutes for the General and Special Experience on a year for year basis.

**Note:** Interviews may be limited to candidates whose experience and training most closely meet the requirements of the position. Only those submittals that include all requested documents will be considered. Due to projected large volume of applicants, we will not be able to verify the receipt of documents. The results of these interviews may be used to fill future Fiscal Administrative Supervisor vacancies that occur in the Bureau of Finance & Administration in the next twelve (12) months.

**Application Instructions:** Submit a cover letter, resume, and [application \(State of Connecticut Application for Examination or Employment Form CT-HR-12\)](#). **Current State of Connecticut employees must also include copies of their last two performance appraisals received.** Send to:

**Gary W. Belina**  
**DEPARTMENT OF TRANSPORTATION**  
Connecticut Department of Transportation, Bureau of Finance & Administration  
P.O. Box 317546  
Newington, CT 06131-7546  
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**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.